

**Department of Housing and Urban Development
Office of Community Planning and Development
FY2013 OneCPD+ TA NOFA
Frequently Asked Questions (FAQs)**

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Eligibility

Q1. Can an organization apply as an applicant and also be listed as a subcontractor listed under another organization's application?

A1. No, an organization must decide whether to apply as an applicant or be included on another organization's application as a subcontractor. However, unsuccessful applicants may subsequently subcontract with one or more awarded organizations (subject to procurement policies).

Q2. Can an organization be listed as subcontractor on more than one application?

A2. Answer: Answer: Yes, firms (or individuals) may be listed as a subcontractor (or a consultant) on more than one application, provided that they have an existing agreement with each applicant organization.

Q3. Can an applicant specify which geographic area and/or which subject/topic areas the organization wants to conduct work in?

A3. No, applicants may not specify geography or topics. However, applicants wishing to target their application may highlight their particular areas of expertise in their descriptions of past engagements and should respond to the appropriate Scenario in Rating Factor 2. Organizations wishing to target by geography and/or topic area should consider being a subcontractor on another firm's application.

Q4. Are state housing finance agencies or state mortgage agencies eligible to apply?

A4. Yes, provided that they qualify as an eligible applicant under Section III.A. of the OneCPD+ TA NOFA, i.e., a state or unit of general local government; a public housing agency; a public or private nonprofit organization or intermediary; or a for-profit organization. However, agencies with limited jurisdictional authority may want to consider being a subcontractor on another firm's application.

Budget

Q5. Must an application for this NOFA include a fully developed proposal budget of at least \$750,000?

A5. The NOFA does not request a fully developed budget. Applicants should indicate the total amount requested on the SF-424 (Application for Federal Assistance) and in the one-page application summary. Applicants should also provide, in a format of their choosing, a budget that includes costs that are not subject to change during the term of the award.

Q6. If we do not know the work that we will be assigned, on what basis should we propose a requested amount?

A6. The amount requested should be based on the number of available personnel, the range and quality of their skills and knowledge, and the ability of the applicant to manage these resources to successfully execute multiple TA or capacity building engagements involving several covered programs simultaneously over a three-year period.

Q7. Item VI.A.1. indicates that applicants are only required to submit as part of their application a budget limited to those costs not subject to change during the term of the award, such as indirect rates. However, the application check list on page 12 requests a HUD424 CBW Budget Worksheet. Please provide a clarification of what budget/financial information should be submitted with our proposal.

A7. HUD has determined that the HUD424 CBW Budget Worksheet is not needed and, therefore, not required. However, applicants must submit a budget in a format of their own choosing that details costs not subject to change during the term of the award.

Q8. Item VI.A.1. requires a budget that details costs not subject to change during the term of award, such as indirect cost rates. Indirect cost rates (Fringe, Overhead, G&A) are submitted each year to the applicant's cognizant audit agency for approval and use during the year. As these indirect rates can change every year, is it HUD's intent to cap the indirect rates for the duration of the award?

A8. HUD does not plan to cap the indirect rates to the level allowed at time of the application or award. HUD recognizes that indirect cost rates may change during the three-year term of an award to reflect provisional rates or approved rates for a designated time period. As stated, the application should include the provisional or approved rate that is in effect at the time of the application.

Q9. Why should the budget only include non-changing costs?

A9. Due to the Demand-Response model, applicants do not describe proposed work. HUD does not expect applicants to develop a budget without any basis or understanding of the actual work to be conducted. Once applicants are selected for award, additional budget information is submitted, based on award amount, before executing a Cooperative Agreement.

Organizational Capacity, Experience and Key Personnel

Q10. In Section V.A., Rating Factor 1.a., does HUD explicitly only want to see two recent engagements, or is HUD also seeking information that describes the broader expertise the applicant can provide in each of the four technical assistance and capacity building activities under OneCPD+ TA?

A10. Applicants should provide detailed information on only two engagements. Applicants may select the type(s) of TA engagements they wish to describe with regards to the type of TA provided (e.g., direct TA, products/tools, group learning). It is possible for a single engagement to involve more than one type of TA activity. Expertise in other types of activities can also be demonstrated in response to other questions, e.g., Factor 2.a. (3) and (4).

Q11. In past OneCPD TA NOFAs, HUD required two forms related to each team member's experience and expertise. Since these are no longer required, does HUD recommend we cover team members' experience and expertise in the expanded narrative (45-page limit) for the FY2013 OneCPD TA NOFA?

A11. The forms are not required this year. Please see NOFA Rating Factor 1.b., which describes the information to be provided on the expertise and knowledge of up to 25 key personnel (in-house, subcontractors, or consultants) with whom the applicant has an existing contract or agreement. The NOFA specifies a narrative, however, the narrative format is up to the applicant's discretion (e.g., table, matrix, etc.). Each description should not exceed 100 words and the information provided is considered as part of the overall application 45-page limit.

Q12. The NOFA indicates that we are to list individuals with whom we have existing agreements. Do we need to include agreements or signature pages in the application?

A12. No, however, applicants must make them available if requested by HUD to produce them. Applicants should not submit documentation with their applications.

Q13. Section V.A., Rating Factor 1.b. on page 15 requests that each description of key personnel identify organization name(s), role(s)/title(s), and timeframes in which expertise or knowledge was gained. Please clarify that you seek an individual's employment history (places employed, and dates). Also, is this information in addition to the 100-word limit for the narrative on each individual?

A13. Complete employment history is not required or expected. The information presented should be sufficient to demonstrate each individual's expertise and knowledge including the required elements listed in the NOFA. The requested information is part of the 100-word limit, not in addition to the 100 word limit. Please note the use of bullet points, lists, and phrases is acceptable.

Q14. Section V.A., Rating Factor 1.b. on page 15 requests that applicants highlight diversity, language skills, and cultural competency. What information is being requested – each person’s race or ethnic background, or their work experience in racially and/or ethnically diverse projects regardless of the individual’s race or ethnicity? Please confirm that this information is in addition to the 100 words in the narrative.

A14. Applicants should describe each individual’s particular skill, expertise, or experience in working with specific racial, ethnic, or other population groups, to the extent that it is a particular strength or focus (if applicable). Do not describe each individual’s own race/ethnicity. This information is part of the 100-word limit for each individual, not in addition to the 100 word limit. Please note that the use of bullet points, lists, and phrases is acceptable.

Q15. The NOFA indicates that awardees tasked to provide technical assistance or capacity building to HOME and/or CHDO grantees must have at least one certified Home Program Specialist, who passed the exam with a score of 80 or higher Are all applicants expected to list a certified HOME Specialist on the list of 25 key personnel?

A15. No, applicants are not required to list a HOME Program Specialist. However, indicating a HOME Program Specialist on the roster would demonstrate expertise in this area.

Q16. Scenario 2 (p. 18 of the NOFA) provides numbers for the County’s Point-in-Time Count that do not add up correctly. Please clarify whether this is a typographical error.

A16. Applicants are to respond to this scenario exactly as it is written.

Miscellaneous

Q17. For graphics, tables, charts, etc., please confirm that it is acceptable to use a font such as 10pt.

A17. Yes, a font no smaller than 10 pt. may be used for graphics, tables, charts, etc.

Q18. Section V.A., Rating Factors 1.a. and 2c. both indicate that HUD will consider the degree to which the narrative is clear, concise, well organized, and proofread.

A18. There is no prescribed format for the application but it is recommended that applicants clearly identify the headers for each of the criteria and subcriteria of Factors 1, 2, and 3. It is suggested that applicants further identify subtopics consistent with the information requested in the narrative.